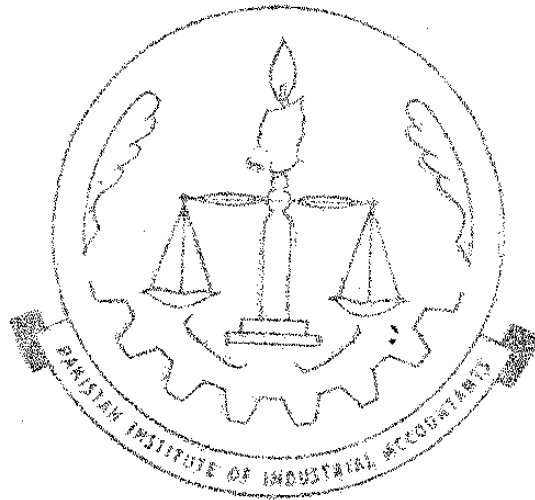


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**Pakistan Institute
of
Industrial Accountants**

Soldier Bazar, Karachi-3

(OUTLINE OF COURSE NO 1)

PRIMARY

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PRINCIPLES OF ACCOUNTING

A. IMPORTANCE OF ACCOUNTING

Business Transactions
Transactions and accounting values
Purpose of accounting
The profession of accountancy
Specialized Accounting fields.
Accounting Terminology
Proprietorship
Changes in Proprietorship as a result of Business operations
Need for Business Records
Books of Account.

B. THE BALANCE SHEET

Purpose and form of the Balance Sheet
Classifications and Definition of Assets and Liabilities
Definitions of Proprietorship
Forms of the Balance Sheet
Examples.

C. THE PROFIT AND LOSS STATEMENT

Purpose and form of the Profit and Loss Statement
Definition of Items on the Profit and Loss Statement
Net Profit from operations
Form of the Profit and Loss Statement
Relation of the Profit and Loss Statement to the Balance Sheet.

D. ACCOUNTS AND THE TRIAL BALANCE

Recording transactions
The Accounting Cycle
The Account
Accounts & Financial Statements
The Theory of Debit and Credit
Illustration of a complete Ledger
The Trial Balance.

E. JOURNALIZING AND POSTING

The General Journal
Recording transactions

Posting
Classifications of Accounts
Illustrations of General Journal and Ledger
Other Journal Forms
Discovery and Correction of Errors.

F. COMPLETION OF THE ACCOUNTING CYCLE—NON-
TRADING BUSINESS

The Trial Balance
Adjusting Entries
The Work Sheet
Closing Entries
Balancing and Ruling the Accounts
Post Closing Trial Balance
The Financial Statements.

G. ACCOUNTING FOR SALES

Merchandising
Additional Journals
Trade Discounts or Cash Discounts on Sales
The Sales Journal
Controlling Accounts and Subsidiary Ledgers
Sales Returns and Allowances.

H. ACCOUNTING FOR PURCHASES

Purchasing Procedures
Cash Discounts on Purchases
Single and Multi-column Purchase Journals
Purchase Returns and Allowances.

I. ACCOUNTING FOR CASH

Source of Cash Receipts
The Cash Receipts and the Cash Payments Journal
The Depositor's Bank Account
Bank Reconciliation
Cash Short and Over.

J. CLOSING THE BOOKS — TRADING BUSINESS

Summary of Procedure
Merchandise Inventory Adjustments
Sundry Adjustments
The Work Sheet
Closing entries
Post-closing Trial Balance
The Financial Statements
Reversing Entries.

K. PRACTICE SET — NO 1 — PART 1

L. **BILLS RECEIVABLE AND PAYABLE**

Definitions and Summary of Characteristics
Calculating Interest
Recording Interest Expense and Income
Discounting Bills Receivable
Dishonoured Bills
Interest on the Profit and Loss Statement
The Credit Cycle.

M. **PREPAID AND ACCRUED ITEMS**

Classification, Terminology and Recording —

- Prepaid Expenses
- Unearned Income
- Accrued Liabilities
- Accrued Income

N. **ACCOUNTS RECEIVABLE**

Accounts Receivable and Allowance for Bad Debts
Bad Debts on the Financial Statements
Writing off Uncollectible Accounts
Collection of Accounts previously Written Off.
Estimate of required Allowance for Bad Debts.

O. **MERCHANDISE INVENTORY**

Taking the Inventory
Inventory Valuations
Physical Inventories
Perpetual Inventories
Estimated Inventories.

P. **FIXED ASSETS AND DEPRECIATION**

Cost of Fixed Assets
Cause of Depreciation
Methods of computing Depreciation
Recording Depreciation
Depreciation and Allowance on the Financial Statements
Disposal of Fixed Assets.

Q. **PRACTICE SET — No. 1 — PART II**

R. **SPECIALIZED BOOKS OF ORIGINAL ENTRY**

Steps in Recording
Sales and Purchase Journals
Cheque Registers
Petty Cash Books
Bills Receivable and Bills Payable Registers
Insurance Policy Register

Forms of General Ledger Accounts
Internal Control,

S. THE VOUCHER SYSTEM

The Vouchers
Filing Vouchers
The Voucher Register
Adjustments and Corrections
Advantages of a Voucher System.

T. ACCOUNTING FOR PAYROLLS

Payroll Records necessary.
Computations of Earnings.
Pay-roll Deductions — Statutory and Voluntary.
The Form of the Pay-roll.
Recording in the Accounts.
Payment.
Employees' Earnings Record.
Adjustments at end of Accounting Period.

U. ACCOUNTING FOR TAXES (Basic treatment only).

Types of Taxes — Considerations and Accounting —
— Payroll Taxes.
— Property Taxes.
— Sales Taxes.
— Income Taxes.
Determination of Income — (a) Accrual Basis, (b) Cash Basis.
General Considerations respecting Income Taxes—
Elementary only.

V. PARTNERSHIPS

Definition and Characteristics of a Partnership.
Formation.
Opening Entries for a new Partnership.
Operation of the Partnership.
Accounts of the Partners.
Methods of Dividing Profits—
— as Salary.
— as Interest on Investments.
— as a Division of the Remaining Profit.
Income Tax Considerations.
Partnership Statements.
Admission of a new Partner.
Allowance for Goodwill — Consideration — Valuation.
Retirement of a Partner.
Death of a Partner.
Liquidation of a Partnership.
Advantage and Disadvantage of Partnership.

W. PRACTISE SET — No. 2 — PART I.

X. CORPORATIONS

Definition and Characteristics of a Corporation.
Organization — Chart of Authority.
Share Holders.
Shares — (a) Preferred (b) Common.
Terms of Value of Shares.
Proprietorship Section of the Balance Sheet.
Incorporation Procedure.
Authorized Capital.
Comparison of a Partnership and a Corporation.
Conversion or Sale of a Partnership to a Corporation.
Issue of Shares — Subscription, Allotment, Issue.
Donated Stock.
Statutory Books and Records.
Legal Provisions.

READINGS—

PREScribed TEXT

"ACCOUNTING PRINCIPLES"—Noble & Niswonger—
Sixth Edn.

REFERENCES

"PRINCIPLES OF ACCOUNTING"—Introductory (Canadian
Edn.)
—FINNEY & MILLER
"FUNDAMENTAL ACCOUNTING"—Tunic and Saxe
"ACCOUNTING THEORY AND PRACTICE"—Milroy & Walk
"ACCOUNTING FUNDAMENTALS"—MacFarland, Ayars &
Stone
"ACCOUNTANCY"—Pickles and Dunkerlay.

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GENERAL COMMERCIAL KNOWLEDGE

A. BUSINESS UNDERTAKINGS

Professional.
Commercial.
Industrial.
Extractive.

B. FORMS OF BUSINESS CONSTITUTIONS

Proprietorships.
Partnerships.
Corporations.
Co-Operative Societies

C. MIDDLEMEN

Agents.
Brokers.
Sole Representatives.
Indenting Houses.

D. HOME TRADE

Retail.
Whole Sale.
Trade between East & West Wing of Pakistan.

E. FOREIGN TRADE

Imports.
Exports.
Procedures and Formalities.
Documents.

F. BANKS

Types of Banks.
Operation of Bank Accounts.
Negotiable Instruments.
Crossing, Endorsement & Dishonour.

G. FINANCING

Methods, Ways and Means of Procuring Necessary Finances
Short and Long Term Financing.

H. WAREHOUSING

Types of Warehouses.
Function & Utility.

I. MARKETING

Functions.
Methods.
Market Research.

J. INSURANCE

Principles of Insurance.
Types of Insurance.
Life.
Fire.
Burglary.
Accident.
Fidelity.
Marine.

K. COMMUNICATIONS

Post & Telegraph Service.
Teleprinters.
Telephones.

L. TRANSPORT

Road.
Air.
Water.
Railways.

M. TRADE ASSOCIATIONS, CHAMBERS OF COMMERCE AND
FEDERATION OF CHAMBERS OF COMMERCE

N. INTERNATIONAL TRADE & COMMERCIAL ASSOCIATIONS

O. BUSINESS TERMS & ABBRIVIATIONS.

P. OFFICE ORGANISATION & MANAGEMENT

Principal of Division and Specialization.
Departmentalization, Organisation & Co-Ordination & Control.
Record & Routine of Correspondance.
Filing & Indexing.
Labour Saving Devices and Office Appliances.

READING—

PRESCRIBED TEXT—

COMMERCE—James Stephenson.

REFERENCES—

COMMERCE—Prof. Mokhtar.

COMMERCE IN THEORY & PRACTICE—M. A. Khan.

OFFICE ORGANISATION AND MANAGEMENT—Diksee &
Rowland.

Business Undertakings	Stephenson Chap. IV & V
Forms of Business Constitutions	" " X
Middlemen	" " XXVI
Home Trade	" " XX-XXIV
Foreign Trade	" " XXIII-XXXIII
Bank	" " XXXIII
Financing	" " XLIX
Warehousing	" " LIII-LVI
Marketing	" " XXV
Insurance	" " LI-LII
Communications	" " LXII
Trade Associations, Etc.	" " "
International Trade Associations	" " "
Business terms and Abbreviations	" " "
Office Organisation and Management	Refer Diksee & Rowland.

PRODUCTION METHODS

A. PRODUCTION TERMINOLOGY

SUBJECT—11b

Work, Horse Power, Kinetic Energy, Potential Energy, Machines, Efficiency, Temperature & their Measurements.

Resistance, Current, Voltage, Watts, Kilowatts, Kilowatt Hours, Voltmeter, Ammeter.

Uses of Current & its effects viz: Heating (Stoves, Radiator, Heater) Chemical (Electro-Plating, Purification of Metals) and others, like welding, Furnaces, Air conditioning, etc.

B. MECHANICAL MACHINES

Steam Engine.
Boiler.

Internal Combustion Engines.
Turbines.

C. ELECTRICAL MACHINES

Generators.
Motors.
Transformers.
Converters.

D. DISTRIBUTION & TRANSMISSION

Single Phase.
3 Phase.
D. C.
Overhead Lines.
Under Ground Cables.

E. WORKSHOP PRACTICE

Patternmaking, Moulding, Casting, Foundry, Fitting.
Lathes — Turning (Plain & Taper), Knurling, Screw Cutting.
Grinding Machines.
Milling Machines.
Method of Drives — Belting.
Rope Drive.
Fiction Drive.
Independent Drive.

F. FABRICATION

Jobbing.
Mass Production Work
Gauges.
Jigs & Fixtures.
Tools.

G. PRODUCTION CONTROL

Planning and Routing.
Machine Loading.

H. TIME & MOTION STUDY

Generalizations.
Application.

I. ESTIMATING & COSTING

INDUSTRIAL AND COMMERCIAL LAW

A. INDUSTRIAL LAW RELATING TO
Factories.

Workmens' Compensation.
Trade Unions.
Payments of Wages.
Industrial Dispute.
Employers Liability.
Fatal Accidents.

B. COMMERCIAL LAW RELATING TO

Contracts.
Sale of Goods.
Companies -- Formation.
 -- Membership.
 -- Statutory Books.
 -- Minutes of Meetings.
Trade Marks.
Designs.
Patents.
Copyrights.
Partnerships.
Negotiable Instruments.

READINGS

PAKISTAN STATUTES

STATUTE

A. INDUSTRIAL LAW RELATING TO:

Factories.
Workmens Compensation.
Trade Unions.
Payment of Wages.
Industrial Dispute.
Employers Liability.
Fatal Accidents.

ALL RELATIVE ACTS

B. COMMERCIAL LAW RELATING TO:

Contracts.
Sale of Goods.
Companies.
Trade Marks.
Designs.
Patents.
Copyrights.
Partner Ships.

ECONOMICS

A. GENERAL SURVEY

Facts & Opinions.

Economic Analysis.
Economic Decisions & Choices.

B. AIMS OF ECONOMIC POLICY

Full Employment.
Higher Standard of Living.
Social Security.

C. THE SOCIAL FRAME WORK

Central Planning.
Private Property.
Freedoms — Enterprise.
Customer Choice.
Price Mechanism.
State Ownership.

D. GROSS NATIONAL PRODUCT

Gross & Net National Product
Incomes Received.
Transactions with other countries.

E. PRODUCTION VOLUMES

Production Volumes and its.
Ramifications.

F. SPECIALIZATION

Labour Specialization.
Capital Specialization.
Industry Location.

G. FACTORS OF PRODUCTION

What is a Factor.
Substitute Factors.
Diminishing Returns.

H. LARGE SCALE PRODUCTION

Economics Thereof.
Excess Capacity.
Integration.

I. POPULATION

Sizes.
Migration.
Changes.

J. CAPITAL

Definition.
Capital Retention.

K. TECHNICAL PROGRESS

Industrial Revolution.

Unemployment.
Obsolescence.
Planning.

L. PRICES AND MARKETS

M. DEMAND

Meaning.
Demand Curves.
Elasticity.

N. SUPPLY

Meaning.
Opportunity Cost.
Time Element.
Perfect Conditions.
Monopolies.
Imperfect Conditions.

O. DEMAND, SUPPLY & PRICE

Changes in Demand & Supply.
Theories of Value.
Price & Marginal Cost.
Law of Supply & Demand.
Applications Thereof.

P. PRICE SYSTEM UNDER CAPITALISM

Controlling Power of Demand.
Mobility Factors.
Case against Monopoly.
Unemployment and the Trade Cycle.
Merits & Defects of Capitalism.

Q. DISTRIBUTION OF INCOMES

General View Point.
Wages.
Interest.
Rents.
Profits.

R. MONEY & BANKING

Money.
Bank Credit.
State Bank of Pakistan/Commercial Banks.
Value of Money.

S. INTERNATIONAL TRADE

Theory of International Trade.
Balances of Payments.
Post War Situation.
Exchange Rates.
The Gold Standard.
Exchange Control.

- T. PUBLIC FINANCE
 Public & Private Economy.
 Sources of Government Revenues.
 Direct & Indirect Taxes.
 Canons & Principles of Taxation.
 Public Dept.

READINGS

PREScribed TEXT

ECONOMICS—Frederic Benham.

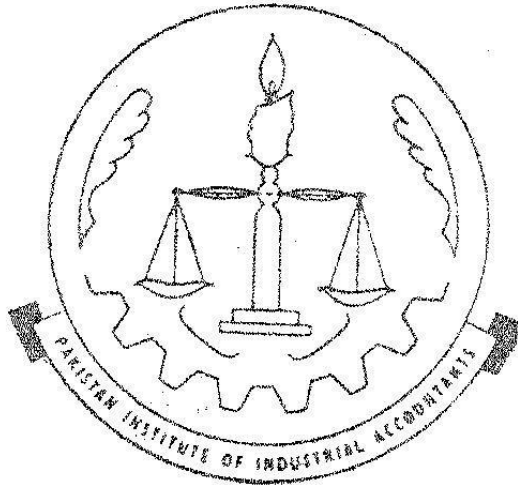
REFERENCES

ECONOMICS—Paul A. Samuelson.

PAK ECONOMICS—Afzalur Rahman.

A. General Survey	Benham Chap. I
B. Aims of Economic Policy ..	" " II
C. Social Framework	" " III
D. Gross National Product ..	" " IV
E. Production Volumes	" " V
F. Specialization	" " VI
G. Factors of Production ..	" " VII
H. Large Scale Production ..	" " VIII
I. Population	" " IX
J. Capital	" " XXII-XXIX
K. Technical Progress	" " XX-XXIV
L. Prices & Markets	" " XXV-XXIX
M. Demand	" " XXX-XXXIII
N. Supply	" " XXXIV-XXXIX
O. Demand, Supply & Price ..	" " XI
P. Price Systems under Capitalism	" " X
Q. Distribution of Incomes ..	" " XII
R. Money & Banking	" " XIV
S. International Trade	" " XIII

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Soldier Bazar, Karachi-3

**(OUTLINE OF COURSE NO 2)
INTERMEDIATE**

(Including Production Methods of Primary Course)

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ADVANCED ACCOUNTING

A. BALANCE SHEET —

Appreciation of Accounting.
Accounting Standards.
Nature and Contents of the Balance Sheet.
Current and Non-current Assets and Liabilities.
Proprietorship.
Form of the Balance Sheet.
Modifications of Terminology.

B. THE INCOME AND RETAINED EARNINGS STATEMENTS

Nature and Content of the Income Statement.
"Current Operating" or "All-Inclusive" concept of Income.
Form of the Income Statement.
Nature and Content of the Retained Earnings Statement.
—Form of the Retained Earning Statement.
—Accountancy based upon facts or informed judgment.
—Business unit treated as a going-concern.
—Accountants adopt the conservative approach.
—Methods and bases of value must be consistent.
—Full disclosure is important.
—Fluctuations in the value of money are ignored.
—Statement limitations must be recognized.
Basic assumptions — Business Entity separate from owners.

C. MANUFACTURING ACCOUNTS—

Manufacturing Operations.
Inventories.
Fixed Assets, Capital and Revenue Charges.
Accounts necessary in a manufacturing concern —

- (a) Materials.
- (b) Labour.
- (c) Manufacturing Expense.
- (d) The Manufacturing or Work in Process Account.
- (e) The Finished Goods Account.

The Cost of Goods Manufactured.
The Cost of Goods Sold.
Adjusting and Closing Entries.
Work Sheet.

Operating and Financial Statement.
The Accounting Process.
Illustration—problem & Solution — 2|4|104A — Allen
Robert Co. Ltd.
Illustration—K & S Inter. Chap. 5—Martix Manufac-
turing Company.

- D. DEPARTMENTAL ACCOUNTS —
Sales, Purchases and Inventories by Departments.
Departmental Analysis in Journals.
Gross Profit by Departments.
Departmentalizing Operating Expenses.
Distribution Sheet.
Bases of Distribution.
Net Profit by Departments.
Advantages of Departmental Classification.
Effect of Elimination of a Department.
- E. CASH —
Nature and composition of Cash.
Internal Control of Cash.
Kiting—Lapping.
Imprest Cash Funds.
Reconciliation of Bank Balances.
Cash Over and Short.
Cash Budget.
- F. TEMPORARY INVESTMENTS —
Nature and Composition of Temporary Investments.
Recording, Purchase and Sale of Marketable Securities.
Balance Sheet Presentation.
- G. RECEIVABLES —
Bills Receivable.
Accounts Receivable.
Valuation.
Basis of Allowance for Bad Debts.
Aging of Receivables.
Transactions in respect of Bad Debts.
Assignment of Amounts Receivable.
Discounting Bills Receivable.
Receivables on the Balance Sheet.
- H. INVENTORIES —
Classes of Inventories.
Physical and Perpetual Inventories.
Goods in Transit or on Consignment.
Cost—First in First Out —
— Weighted average.
— Last in First Out.
— Base Stock Method.
— Standard Cost.
Effects of Errors in inventing recording.
Valuation at lower of cost or transit.

Methods of applying lower of cost or market.
Valuations at Sales Price.
Uncompleted Contracts.
Gross Profit Method.
Retail Inventory Method.
Prepaid Expenses.

I. CURRENT LIABILITIES —

Bills and Amounts Payable.
Current maturities of long term obligations.
Dividends Payable.
Accrued Liabilities.
Payroll Taxes and Income Tax Withholdings.
Estimated Liabilities.
Liability under Guarantees.
Contingent Liabilities.

J. LONG-TERM INVESTMENT IN STOCKS —

Acquisition of Stocks.
Valuation.
Dividend Income — Cash.
Stock Splits.
Stock Rights.
Liquidating Dividends.
Sale, Redemption or Exchange of Stock.
Ownership of a Controlling Interest —
(a) Cost Method.
(b) Equity Method.

K. LONG-TERM INVESTMENTS IN BONDS AND DEBENTURES.

Classification of Bonds.
Purchase of Bonds.
Discount or Premiums.
Yield.
Amortizations — Straight-Line Method, Compound-Interest
Method.
Accounting Entries.
Sales of Bonds prior to Maturity.
Redemption of Bonds prior to Maturity.
Conversion of Bonds.
Valuations.

L. MISCELLANEOUS INVESTMENTS —

Funds.
Accumulation and Accounting for Funds.
Funds and Retained Earnings Appropriations.
Cash Surrender Value of Life Insurance.

M. PLANT AND EQUIPMENT —

Nature and Composition of Plant and Equipment.
Capital and Revenue Expenditures.
Valuation.
Cost.

Acquisition by different Methods.
Hire and Purchase Method of Acquisition.
Charges during period of construction.
Land, Buildings, Machinery, Tools, Dies, Automobiles.
Returnable Containers.
Disposal of Fixed Assets.
Fire Insurance — Co-insurance.
Accounting for Fire Losses.
Nature and Causes of Depreciation.
Factors in Determining Depreciation.
Methods of allocating Depreciation.
Recording Depreciation.
Appraisals.
Depletion.

N. INTANGIBLE ASSETS —
Nature and Valuation of Intangibles
Patents.
Copyrights.
Franchises.
Trade Marks and Trade names.
Formulae and Processes.
Goodwill.
Organization Expenses.
Leaseholds.
Deferred charges.

O. BONDS AND DEBENTURES PAYABLE —
Bonds and Mortgages.
Recording the Bond Issue.
Bond Interest.
Bond Premium and Discount.
Amortization Procedures.
Accounting for Bonds Payable.
Reacquisition prior to Maturity.
Retirement at Maturity.
Bond Redemption Prior to Maturity.
Convertible Bonds.
Bond Refunding.
Sinking Funds and Sinking Fund Reserves.

P. JOINT VENTURES, INSTALMENT SALES AND CONSIGNMENTS —

Joint Ventures:

Definition.
Accounting for a Joint Venture — (a) Separate Books
(b) Without Separate Books.
Uncompleted Ventures.

Instalment Sales:

Importance and Conditions of Instalment Sales.
Accounting for instalment Sales —

— profit in period of sale.
profit in Relation to Cash Realized.
Illustrations.
Trade-ins.
Defaults and Repossessions.

Consignments:

Nature and operation of a Consignment.
Accounting for the Consignment — (a) Consignee's
Books, (b) Consignor's Books.
Uncompleted Consignment.

Q. BRANCH ACCOUNTS —

Branch Operations — advantages — powers of branch.
Principles of Branch Accounting.
Methods of Maintaining and Closing the Branch Books.
Accounts required.
Reciprocal of Control Accounts.
Methods of charging merchandise to Branch —
— Cost price.
— Selling price.
— Nominal price or Cost Plus.
Accounting Entries under each method.
Inter-Branch Transfers.
Consolidated Statements.
Foreign Branches —
— Foreign Exchanges.
— Accounting for the Foreign Branch.
— Concession of Branch Account Balances.
— Combined Statements.

READINGS

Prescribed Texts.

- (1) "Intermediate Accounting" — Comprehensive Volume —
Karrenbrock & Simons.
- (2) "Accounting Principles" — Noble and Niswonger — ~~Sixth~~ ^{9th} Edn.

References:

- (1) "Principles of Accounting" — (Canadian Edition) — Finney
& Miller.
- (2) "Accountancy" — Pickles and Dunkerlay.
- (3) "Advanced Accounting" — Comprehensive Volume —
Karrenbrock & Simons.

A. The Balance Sheet ..	K & S Inter—Chap. 1
B. The Income and retained earning statements ..	K & S Inter—Chap. 2
C. Manufacturing Accounts ..	N & N Inter—Chap. 27
	K & S Inter—Chap. 5
D. Departmental Accounts ..	N & N Inter—Chap. 25
F. Cash ..	K & S Inter—Chap. 6A
E. Temporary Investments ..	K & S Inter—Chap. 6B
G. Receivables ..	K & S Inter—Chap. 7
H. Inventories ..	K & S Inter—Chap. 8, 9 & 10
I. Current Liabilities ..	K & S Inter—Chap. 11
J. Long-term Investment in Stocks ..	K & S Inter—Chap. 12
K. Long-term Investment in Bonds ..	K & S Inter—Chap. 13
L. Miscellaneous Invesments ..	K & S Inter—Chap. 14
M. Plant and Equipment ..	K & S Inter—Chap. 15 & 16
N. Intangible Assets ..	K & S Inter—Chap. 18
O. Bonds Payable ..	K & S Inter—Chap. 19
P. Joint Ventures ..	K & S Adv.—Chap. 5.
Instalment Sales (Pages 159 and 178 to 181).	
Consignments.	K & S Adv. Chap. 7.
Q. Branch Accounts ..	N & N Chap. 26

FUNDAMENTALS OF COST ACCOUNTING

A. INTRODUCTORY —

The Relationship of Cost Accounting to General Accounting.
The Financial Statements of a Manufacturing Business.
The place and purpose of Cost Accounting.
Organization and Functions of the Cost Accounting
Department.

B. THE COST SYSTEM —

Elements of Cost.
Analysis of Factory Costs.
Chart of Accounts.
Determining Unit Costs.

C. THE COST ACCOUNTING CYCLE —

Manufacturing accounts.
Introduction to Process and Job Cost Accounting.
Materials, Labour and Manufacturing Expense Accounting
Entries on the General Books and on the Cost Records.
The Complete Cycle.

D. VOUCHER SYSTEM —

Outline of Voucher System.
The Voucher.
The Voucher Register.

8. THE FACTORY LEDGER —
 The place and purpose of the Factory Ledger.
 The Factory Journal.
9. MATERIALS —
 Fundamental Principles of Accounting for Materials.
 Material Accounting Records.
 The Cycle of Material Procurement and Use.
 Purchasing — Procedure —
 — The purchase Requisition and the Purchase Order.
 Receiving — Procedure —
 — The Receiving Report, the Suppliers, Invoice, Debit and
 Credit Memos.
 Storing — System and Control in the storeroom.
 — Bin and Stores Ledger Cards.
 Issuing — The stores Requisition, the Requisition.
 Journal, Returned Materials Reports.
 Material.
 Costing — The Cost of Materials.
 — Costing Material Issues.
 — Average Cost.
 — First-in-First-Out.
 — Last-in-First-Out.
 — Other Methods.
 Material — Principles and Procedures.
 Control.
 Material Inventory — Physical — Perpetual — Pricing.
 Stores Work in Process and Finished Goods.
 Scrap and Waste.
 Spoiled Materials.
 Defective Work.
10. LABOUR.
 Importance of Labour Costs and Labour Control.
 Departments — Personnel, Planning, Accounting and Time
 keeping.
 The Clock Record, the Time Report, Tokens.
 Forms and Recording Machines.
 Payrolls — The preparation of the Payroll.
 — Distribution of Labour Time and Cost to jobs
 and Processes.
 — Procedure and Control.
 — Payment.
 Labour — Turnover — Causes, Costs, Controls.
 Wage Systems —
 Time Rates.
 Piece Rates.
 Incentive Plans — Principles — Conditions for successful
 operations —
 — 100 Bonus Plan, Halsey, Emerson, Premier Point, Tay-
 lor, Group Bonus Plans.
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 Auditing Procedure — Quantity and Quality.
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- K. FIXED ASSETS —
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- L. DEFERRED ITEMS —
 Deferred Charges to Operations, Insurance, Interest, Discount on Bonds, Discount on Capital Stock, Experimental Expenses, Organization Expenses, Advertising, other Deferred Charges, Deferred Credits to Income, Interest, Rent, Instalment Sales, Other Deferred Credits, Auditing Procedure Applicable to Deferred Items.
- M. CURRENT LIABILITIES —
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- N. FIXED LIABILITIES —
 Mortgages, Classification of Mortgages, Verification of Mortgages, Bonds, Classification of Bonds, Recording the Bond Issue, Verification of Bonds Payable, Amortization of Bond Pre-

mium and Discount, Straight-Line Method, Effective—Rate Method, Bonds—Outstanding Method, Sinking Fund Provisions, Sinking Fund, Sinking Fund Reserves, Other Fixed Liabilities, Long-Term Notes Payable, Pension Fund Reserve, Other Reserves, Auditing Procedure Applicable to Fixed Liabilities.

- O. PROPRIETORSHIP—
The Sole Proprietorship, The Partnership, The Corporation, Organization, Capital Stock, Examining the Charter and the Minutes, Verification of Capital Stock Records, Stock Sold to Employees, Treasury Stock, No-Par-Value Stock, Surplus, Surplus Reserves, Other reserves, Dividends, Auditing Procedure Applicable to Proprietorship.
- P. THE INCOME STATEMENT—
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- Q. CONCLUDING AN AUDIT—
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- R. BALANCE SHEET AUDIT—
- S. THE AUDIT REPORT—
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READINGS

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Prescribed Text.

"AUDITING" — Culey and Bauer.

References.

PRACTICAL AUDITING — Spicer.
PRINCIPLES OF AUDITING — de Paula.
AUDITING PRINCIPLES AND PRACTICE — Holmes.
AUDITING PRINCIPLES — Stettler.
PRINCIPLES OF AUDITING — Meigs.

- A. The Field of Auditing .. C & B Chap. 1
- B. Rights, Duties and Legal Position .. Pakistan Statutes

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INCOME TAX

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